

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**

**AFI 32-4001/AIR NATIONAL GUARD SUPPLEMENT 1  
15 MARCH 1997**

**Civil Engineering**

---

**DISASTER PREPAREDNESS PLANNING AND OPERATIONS**

**AFI 32-4001, 6 May 94, is supplemented as follows:**

**(Added) (ANG).** ANGSup 1 implements Air Force Policy Directive (AFPD) 32-40 and Air Force Instruction (AFI) 32-4001. This supplement implements the Air National Guard Readiness Program to directly support Air National Guard (ANG) activities. It establishes and identifies responsibilities at ANG level and unit level to include hazardous waste and materials procedures and HAZMAT response. Comments, recommendations, and proposed changes to this supplement should be submitted to ANG/CEXE, 3500 Fetchet Ave, Andrews AFB, MD 20762-5157.

**Chapter 1**

1.7. **(Added) (ANG).** Add after third sentence. ANG/CE is the command agent for the ANG Readiness Program. ANG/CEXE is the designated command office of primary responsibility (OPR) for the ANG Readiness Program.

1.7. Add the following bullet:

- Directs the use of the Emergency Information System (EIS) for automated contingency response, including planning, response, and recovery.

1.7. Add as sub-bullet to the eleventh bullet:

- - Consolidates ANG Quarterly Readiness Mission Capability, from all ANG units by the last day of each quarter.

1.9.1. **(Added) (ANG):**

- ANG/CEXE is the ANG Point of Contact for the ANG Emergency Management System.

1.10. **(Added) (ANG).** Add the following bullets:

- Conducts unit readiness quality assistance visits with prior notification, based upon trend analysis pre-identified to the unit commander.
- Briefs the installation commander and staff each quarter on the status of the readiness program. As a minimum, brief the status of plans, training, exercises, equipment, and personnel.
- Ensures the HAZMAT Response capability complies with applicable Environmental Protection Agency (EPA) and Occupational Safety and Health Agency (OSHA) regulations.
- Ensures installation Spill Prevention and Response plans are certified IAW EPA and OSHA regulations.
- Ensures support agreements and memorandums of understanding directly support the readiness program.

1.11. **(Added) (ANG).** "...or Support Group Commander or Base Commander":

Add to first bullet. In the ANG, the Installation Commander, Support Group Commander, or Base Commander must chair the installation Readiness Council.

Add to second bullet: Ensures ANG plans are coordinated with State Headquarters; Plans, Operations Military Support Office (POMSO) and State Area Command (STARC) in support of State civil missions. Refer to ANGI 10-8101/NGR 500-1, *Military Support to Civil Authorities* and AFI 10-802, *Military Support to Civil Authorities*.

Add to seventh bullet: Refer to ANGI 10-206, *Operational Reporting*, for ANG reporting procedures.

Add the following bullets:

- Ensures a base wide command and control/emergency management system/capability is established through Wing/Group Operations Centers, Survival Recovery Centers, Control Centers, and alternates.
- Ensures on-scene commanders are appointed and trained. The OSC is normally the support group commander or individuals in the grade of major, GS-12, or higher.

1.12. **(Added) (ANG)**. Add the following bullets:

- Tenant ANG units will develop a readiness program. The program will be supplemented by Host Tenant Support Agreements, Memorandums of Understanding, or other applicable directives.
- Request additional readiness quality assistance visits as needed.
- Units will ensure all mobility tasked personnel complete wartime enlisted specialty training for five, seven, and nine-level upgrades using CBWD individual protective equipment. Supervisor certification is required upon completion of the training. This program may be monitored by the Civil Engineering Readiness Flight.

## **Chapter 2**

2.2.3.2. **(Added) (ANG)**. Include ANG/CEXE and State POMSO in distribution.

## **Chapter 3**

3.1.6. **(Added) (ANG)**. FEMA instruments, for radiological operations, may be used in lieu of military instruments for home station requirements. They may not be used for mobility tasking.

3.4. **(Added) (ANG)**. Add the following bullets:

- One vehicle will be assigned to each host ANG flying unit Readiness Flight.
- For exercises, tenant units will coordinate use of this vehicle with the host ANG unit.
- Geographically Separate Units (GSU), or small detached units, will use on hand vehicle assets to support readiness missions.

3.4.1. **(Added) (ANG)**. ANG mobile command posts must be equipped with:

- Cellular telephone.
- Cellular telefax.
- UHF and VHF radios.
- Secure communications capability.

- Portable laptop computer. (See paragraph 3.5.)
- Laser printer.
- Rotating beacon, green.
- Alert vehicle lighting, siren, and mobile command post markings.
- Secure storage capability.

**3.5. (Added) (ANG). ANG Readiness Flights will budget for and be equipped with:**

- Telephone answering machine.
- A desktop or docking station computer, CD-ROM reader, with fax modem. This computer supports operations and training management of the base readiness program.
- A portable laptop or docking station computer with fax modem. This computer supports on-scene mobile command and control, decision support, and off-base representation of the base readiness program.
- Laser printer.
- A digital pager for emergency response notification.

## **Chapter 4**

**4.1. (Added) (ANG).** Tenant ANG unit commanders must incorporate their capabilities/limitations into host-tenant support agreements, letters of coordination, memorandums of agreement, etc. with the nearest active military installation. ANG commanders must provide ANG representation, as a minimum. Duty status will be IAW ANGI 10-8101/NGR 500-1.

**4.2. (Added) (ANG).** Add to paragraph. Where no weather detachment is available, arrangements must be made to receive this information from other reliable sources.

**4.4.5. (Added) (ANG).** Add the following bullet:

- ANG units are required to submit this report, by 15 September of each year, to ANG/CEXE. See paragraph A4.10.

**4.7.1. (Added) (ANG).** ANG commanders will notify the nearest Federal Marshall upon providing temporary storage.

## **Chapter 5**

**5.2.1. (Added) (ANG). ANG units:**

- Use Gaining MAJCOM criteria, evaluation areas, and grading criteria for exercises. Reference AFI 90-201 and MAJCOM Supplements.
- Use Base Support Plans, war plans and DOC statements as the basis for developing scenarios and identifying exercise criteria.
- Should give special consideration to standardization, exercise objectives and actual deployment theater location and tasking (Base Support Plan and DOC statements), even though MAJCOM ground rules are directly related to inspection methodology.

5.3.1. **(Replaced) (ANG). Major Accident Response Exercise.** Conduct two major accident response exercises each year involving one or more of the scenarios listed below. Develop scenarios around worst-case risk analysis, Base OPlan 32-1, and local emergency plans. An off base exercise is required annually.

- Conventional munitions.
- Nuclear weapons.
- Aircraft crashes.
- HAZMAT emergency response.

5.3.1.1. **(Added) (ANG). ANG Tenant units:**

- Participate in host exercises in direct support of host-tenant agreements and emergency plan tasking.
- Identify requirements, to the host, for risk analysis specific to the unit, for inclusion into the host exercise program.

5.5. **(Added) (ANG). ANG Exercises:**

- Will not include smoke pots and grenades on civilian airports without approval of the airport manager and will not be used in other areas where prohibited.
- Will include pyrotechnics only when used by fully trained personnel IAW AFI 91-202, chapter 10.
- Include authority for ANG Installation Commanders to reduce the exercise cordon to distances that will permit adequate evaluation of unit evacuation procedures without evacuating the entire base or installation.
- Evaluate the notification procedures outside reduced cordons and within normal cordons to ensure procedures are established and followed.
- Apprise the Air Commander of emergency response capabilities.
- AFI 91-202 chapter 10.6 outlines requirements for explosive safety training which must be conducted and documented (recommend AF Form 55) prior to use of ground burst simulators or smoke producing devices. AFMAN 91-2011.14 outlines the requirements for use of these items.

## Chapter 6

6.2.2.1. **(Added) (ANG). Documentation:**

- May be incorporated into individual training records.

6.4.2. **(Added) (ANG).** In the ANG, the Civil Engineer Readiness Flight schedules and documents the following disaster courses using a single integrated automated system.

- Shelter Management Team (SMT).
- Contamination Control Team (CCT).
- Exercise Evaluation Team (EET).

- Chemical-Biological Warfare Defense Training (CBWDT).
- Disaster Control Group (DCG).
- Readiness Unit Representative (RUR).
- Readiness Support Team (RST).

6.4.2.1. **(Added) (ANG).** Schedule and document base populace courses according to the installation ancillary training program.

6.4.4. **(Added) (ANG).** Personnel deploying must be proficient in CBWD prior to deployment into chemical biological threat areas.

6.4.4.5. **(Added) (ANG).** CE Readiness Flight personnel holding AFS 3E951 or above are the only certifying authority of proficiency in CBWD on the installation.

6.4.4.6. **(Added) (ANG).** The Readiness Flight does not schedule unit personnel for CBWDT. Unit readiness representatives/unit training managers schedule unit personnel requiring training according to Readiness Flight CBWDT course schedules.

- Unit training managers in coordination with the unit readiness representative will identify personnel requiring training to the readiness flight. The unit will use this data to track and schedule personnel for annual refresher CBWDT.

**DONALD W. SHEPPERD**  
**Major General, USAF**  
**Director, Air National Guard**

**OFFICIAL**

**DEBORAH GILMORE**  
**Chief**  
**Administrative Services**

**1 Attachment (Added) (ANG)**  
**7. Exercise Evaluation Team Report Format**

## **Attachment 2**

A2.2. **(Added) (ANG).** Add the following bullets:

- If Air Commander's staff meetings are used to brief the status of the installation readiness program, the Readiness Flight will record the briefing.
- Plans for and supports the National Disaster Medical System (NDMS).
- Establishes requirements for operating instructions to provide for day-to-day office management, conduct of internal office operations, and training.

A2.12. **(Added) (ANG). Life Support.** Life Support advises and assists in the preservation of evidence, particularly as it applies to aircrew life support equipment, for the Mishap Investigation Board. Life Support also provides technical advice to EOD on the explosive components of unit possessed aircraft.

#### **Attachment 4**

A4.10. **(Added) (ANG). ANG Units.** Follow these procedures:

- Tenant ANG units will send this report to their host Readiness Flight, within host established suspense dates, and when a capability is achieved, discontinued, or changed.
- In Block 36, Remarks; ANG Host units indicate the units for which the report is submitted.
- Send two completed DD Forms 2325 by mail or an automated DD Form 2325 to ANG/CEXE, 3500 Fetchet Avenue Andrews AFB, MD 20762-5157, no later than 15 September of each year.

## Attachment 6

Table A6.1. (Added) (ANG) ANG Readiness Flight Training Matrix

COURSE	REQUIRED ATTENDANCE	INITIAL CERTIFICATION TIME	RECURRING PROFICIENCY EVALUATION FREQUENCY (REFRESHER)	REMARKS
RST	Members are assigned by the Installation Readiness Council	16 hrs	<p>Wartime procedures/response annually</p> <p>Peacetime procedures/response semi-annually</p>	Additional time for local training proficiency requirements is not included.
SMT	Shelter Supervisor's assigned by the commander and through the Installation Readiness Council	8 hrs	<p>DEPLOYABLE SMT, in support of theater plans tasking, annually.</p> <p>CONUS SMT demonstrate natural disaster procedures and wartime procedures as required by Readiness Flight.</p>	<p>DEPLOYABLE SMT must be proficient in specific location shelter systems.</p> <p>CONUS SMT do not require radiological aspects of shelter operations until an increase in DEFCON or upon direction by the commander.</p>
CCT	Members assigned by the Installation Readiness Council	8 hrs	Annually	<p>CCT trained in chemical-biological operations are deployable, this includes personnel contamination control teams.</p> <p>CCT may be trained to support radiological operations.</p>
CBWDT	CBWDT is required only for military personnel and emergency essential civilians in or deployable to chemical biological threat areas.	6 hrs	Annually	<p>The CE Readiness Flight is the only authority to certify unit personnel in CBWD proficiency.</p> <p>Proficiency in doffing contaminated individual protective equipment is required.</p> <p>Personnel must be proficient prior to deploying to CB threat areas.</p>
DCG	On-scene commanders and functional	8 hrs	Annually	Include HAZMAT requirements from Code

	<b>representatives/alternates designated by the installation Readiness Council.</b>			<b>of Federal Regulations, AFI 32-4002 and ANG Sup 1.</b>
--	---	--	--	---



**Table A6.1. (Added) (ANG) Continued.**

<b>RST UNIT REP</b>	<b>Representatives designated by commanders</b>	<b>2 hrs</b>	<b>Every 2 years</b>	<b>Quality assessments may be used to certify proficiency towards recurring requirements.</b>
<b>EET</b>	<b>EET Chief and other members designated through the installation Readiness Council.</b>	<b>4 hrs</b>	<b>Annually</b>	<b>A table-top sample exercise may be included in the Initial course. AFI 91-202 Chapter 10.6 outlines requirements for explosive safety training which must be conducted and documented (recommend AF Form 55) prior to use of ground burst simulators or smoke producing devices. AFMAN 91-2011.14 outlines the requirements for use of these items.</b>
<b>BASE POPULACE</b>	<b>All personnel assigned.</b>	<b>30 min</b>	<b>Evaluate as part of the annual natural disaster response capability assessment.</b>	<b>This course should be given as part of Individualized Newcomer Treatment &amp; Orientation (INTRO).</b>
<b>EXPLOSIVE ORDNANCE RECON (EOR)</b>	<b>SEE CBWDT</b>	<b>30 min</b>	<b>Annually</b>	<p><b>Where applicable, EOD will be responsible for providing this training.</b></p> <p><b>At installations without EOD, this training should be presented during INTRO or CBWDT.</b></p> <p><b>Use USAF video “Explosive Ordnance Reconnaissance” (608660DF).</b></p> <p><b>Recurring evaluation and proficiency certification may be conducted during annual attack response exercises or during deployments and through the EET.</b></p>

**Attachment 7 (Added) (ANG)****EXERCISE EVALUATION TEAM REPORT FORMAT**

MEMORANDUM FOR SEE DISTRIBUTION

FROM: Exercise Evaluation Team (EET)

SUBJECT: EET Report (SUSPENSE : DATE)

1. The ability of the (unit) to (cope with a major accident)/(conduct emergency war operations under attack conditions) was evaluated on (date).

2. Particulars of the exercise/evaluation are:

a. Type of exercise: (ARE/MARE).

b. Situation: (Describe the exercise situation and include major events in chronological sequence).

Objectives: Specify basic objectives of the exercise/evaluation.

c Objectives: Specify basic objectives of the exercise/evaluation.

d. Time of initiation:

e. Time of termination:

f. Repeat discrepancies:

g. Overall rating:

3. Findings. (Grading criteria, exercises should be no-fault or training oriented. If ratings are needed use rating criteria found in gaining MAJCOM supplement to AFI 90-201). When identifying findings, include directive reference when possible. Include office symbol for each action agency. Indicate all answerable discrepancies by a single asterisk (\*) and repeat discrepancies by a double asterisk (\*\*). Clearly state reasons for any findings or areas that were less than satisfactory. Where possible, recommendations for corrective actions should be given.

4. Each agency which has a discrepancy identified by an asterisk (\*) or double asterisk (\*\*) will report by letter to the EET chief, with an information copy to the base readiness office, with actions taken to correct the deficiencies. Replies must be made NLT (date).

JOHN HANCOCK, LTC, ANG  
Chief, Exercise Evaluation Team

DISTRIBUTION:  
Unit Commander  
Readiness Flight